



# SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR - 152004

Proceedings of the 5<sup>th</sup> Meeting of Internal Quality Assurance Committee of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 29.01.2018 at 11.30 AM in the Conference Room, Block-D of the Institute under the Chairmanship of Dr. T.S. Sidhu, Director, SBSSTC Ferozepur.

*The following were present:*

1. Dr T S Sidhu, Director, SBSSTC Ferozepur
2. Dr. Lalit Sharma, Associate Director (EW), SBSSTC Fzr
3. Dr. Gushan Kumar, Head MCA/MBA, SBSSTC, Fzr
4. Mr Sukhwant Singh, Head ME, SBSSTC Fzr
5. Dr Rajiv Arora, Head CHE, SBSSTC Fzr
6. Dr Ajay Kumar, Head DASH, SBSSTC Fzr
7. Ms Anupam Mittal, Head EE, SBSSTC Fzr
8. Dr. Rajni, Head ECE, SBSSTC, Fzr
9. Mrs Daljit kaur, Head CSE, SBSSTC Fzr
10. Mrs Parampreet Kaur, Head CE, SBSSTC Fzr
11. Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr
12. Dr. Aila Gupta, Dean PG Studies, SBSSTC Fzr
13. Mrs. Vaishali Goyal, Controller of Examinations, SBSSTC Fzr
14. Mrs Anuradha, Principal (PW)

At the outset, Dr. Manjinder Singh, Dean Academics-cum-Member Secretary welcomed the Hon'ble Chairman and other members to the 5<sup>th</sup> meeting of Internal Quality Assurance Committee of the Institute. Thereafter, with the permission of the Hon'ble Chairman, the agenda items were deliberated upon and the following decisions were taken unanimously:

**Item No. 4.1 Confirmation of the proceedings of 4<sup>th</sup> meeting of IQAC**

**Decision:** The proceedings of the 4<sup>th</sup> meeting of IQAC were confirmed as no Comments have been received from any member of the IQAC .

**Item No. 4.2 To report action taken on the decisions of the 4<sup>th</sup> meeting of the IQAC**

**Decision:** The action taken was approved by IQAC.

**Item No. 5.3 Affiliation with IKGPTU, Jalandhar-regarding**

**Decision:** The item was approved as proposed. Further, it was decided that Institute must give its choice for affiliation with IKGPTU Jalandhar immediately.

*Mr Anurdeep Chopra to display on*



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Item No. 4.4

**Adoption of syllabus proposed by AICTE for colleges w.e.f 2018 – regarding.**

**Decision:**

The item was approved as proposed. It was decided that SBSSTC must implement the syllabus prepared by the AICTE for 2018 batch onwards. However, as SBSSTC is having academic autonomy, therefore, it was also decided that if any department wants some modifications in the syllabus due to some local conditions then they can do it with the approval from the respective Board of Studies (BoS) and academic council of the institute.

**Item No. 4.5 Submission of five self imposed objectives by each employees- regarding**

**Decision:**

It was felt that there must be some self imposed regulation for all the employees to know their performance. Therefore, it was decided that all the teaching and non-teaching staff members must submit five self imposed objectives for the financial year 2018-19 for the betterment of efficiency and effectiveness of the institute. These self declared objectives shall be included in the ACR for self appraisal.

Out of five objectives, three should be quantitative as per below for teaching staff and other two can be qualitative.

1. %age of result of the students to be achieved
2. Percentage of class to be engaged.
3. Will do evaluation in time

Similarly, the non teaching employees should also have 3 quantitative and two qualitative objectives. The 03 quantitative objectives for non-teaching employees shall be decided by the concerned HOD/ Section in charges.

**Item No. 5.6 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.**

**Decision:**

The minutes of 4<sup>th</sup> meeting of Department Quality Assurance Committee (DQAC) of EE, ECE, CA/Mgt, Chem, CE and CSE departments were ratified.

**Item No. 5.7 Any other item**

Under the agenda of any other item, following points were discussed and unanimously agreed by all the HOD's:

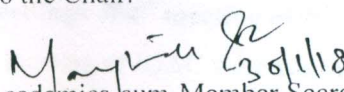


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1. The HOD of DASH department will be responsible for the collection of marks lists for internal/external/reappear of all the subjects taught by their faculty in other departments. Similarly, all HODs will be responsible for collection of marks-lists for internal/external/reappear of all the subjects taught by their faculty in other departments.
2. It was felt that sometimes employees forget to mark the attendance in the morning or evening. It was decided that Director/HOD shall not allow the employees to be present more than 02 times in a month if anybody fails to mark the attendance (i.e. one time in a day). However, HODs must ensure the genuineness of the cases before allowing them.  
Further, the Registrar of the institute shall ensure that employees must submit the Leave if any body fails to mark the attendance more than two times in a month or not marked their attendance in time.
3. The concerned Clerk/ Academic Incharge of the department will be responsible for the collection of fees from the students as per the prescribed fee rules. The compiled data shall be sent by HODS through the office of Dean Academics to Registrar. Thereafter the registrar will ensure that all the students have deposited the fees as per prescribed rules. The online fees submitted by the students must be counter verified by the Accounts department and after that the registration of the student be done.

The meeting ended with a vote of thanks to the Chair.

Dated: 30.01.2018

  
Dean Academics-cum-Member Secretary of IQAC,

Shaheed Bhagat Singh State Technical Campus,

Ferozepur

Approved/Not Approved-

  
Hon'ble Director-cum-Chairman IQAC,

Shaheed Bhagat Singh State Technical Campus, Ferozepur